

**Lower Umpqua Library District  
Board of Directors  
Meeting Minutes of 07/09/2019**

Community Members Present:	Terry Moore, Michael, Austyn and Rain Simmons	
LULD board members present	Deborah Yates, Pina Simmons, Lee Bridge, Gary Goorhuis and Ron Eberlein	
Staff present	District Manager Sue Cousineau	
1. Call to Order	Ron Eberlein called the meeting to order at 6:01 pm	
2. Citizens Comments	Terry Moore talked about the LULD board member election results and congratulated the new board members.	
3. Oaths of Office	Newly elected board members Deborah Yates, Pina Simmons and Lee Bridge read their oaths into the record.	Copies of their notarized oaths were given to Sue Cousineau
4. Review of the Agenda	<b>Motion:</b> To approve the regular meeting agenda made by Lee Bridge, Gary Goorhuis second.	Unanimous Approval
5. Review of the Minutes	<b>Motion:</b> To approve the June 25, 2019 regular meeting minutes as written, made by Lee Bridge, Gary Goorhuis second.	Unanimous Approval
6. Board Positions	<p>The record will reflect that individual Board positions serve for the following periods of time.</p> <p>Position 1 Gary Goorhuis serves 2 <sup>more</sup> years</p> <p>Position 2 Ron Eberlein serves 2 <sup>more</sup> years</p> <p>Position 3 Lee Bridge serves 4 <sup>more</sup> years</p> <p>Position 4 Pina Simmons serves 4 <sup>more</sup> years</p> <p>Position 5 Deborah Yates serves 4 <sup>more</sup> years</p>	
7. Selection of Board Officers	<p>The following Board members were nominated to serve as officers:</p> <p><b>President</b>—Ron Eberlein MOTION: Lee Bridge moved to approve Ron Eberlein as President. Gary Goorhuis second.</p> <p><b>Vice President</b>—Lee Bridge MOTION: Gary Goorhuis moved to approve Lee Bridge as Vice President; Pina Simmons second.</p> <p><b>Secretary</b>— Pina Simmons MOTION: Deborah Yates moved to approve Pina Simmons as Secretary; Lee Bridge second.</p> <p><b>Treasurer</b>—Gary Goorhuis MOTION: Lee Bridge moved to approve Gary Goorhuis as Treasurer; Deborah Yates second.</p>	<p>Result: Unanimous approval</p> <p>Result: Unanimous approval</p> <p>Result: Unanimous approval</p> <p>Result: Unanimous approval</p>

8. Finances	<p>a) <u>Treasurer's Report</u> - None</p> <p>b) Library Director's Budget Report - Sue said the Umpqua Bank statement of 6/30/19 shows there are \$90,070.52 in the money market and \$81,923.75 in checking. She said she is only giving the bank report once a month. She also has some checks that need to be signed.</p> <p>Gary said he will get forms from the Umpqua Bank so all the new board members can sign the checks.</p>	
9. Updates	<p>a) Library staff – Sue had two mileage reimbursements to be approved. Her reimbursement was from 2/21/19 for \$29.58. Jennifer McDuffy reimbursement was for \$84.68. A motion was made by Gary and seconded by Pina to approve these reimbursements.</p> <p>Summer Reading Program – Sue said 27 preschool, 62 grade school and 23 teens have signed up for the SRP. The first Wed. program had 51 people attend. The first Thurs. Story Time from Space had 17 children attend. Sue said 65 people attended the next Wed. SRP program that had several craft projects.</p> <p>Library Volunteers – Sue said she had emailed Deanna Shafer at city hall about the background checks not being done by the Reedsport Police Dept. It is hoped the library could have an agreement like the school district has so that the RPD could the background checks. Lee said it would take an IGA. Sue said she is in need of more volunteers at the library.</p> <p>Sue talked about the Knit &amp; Crochet group. They hope to have a special program lead by Barb Butler to do embroidery on paper. It would be a free class for 6-7 people and the library would pay for the supplies needed.</p> <p>Sue said she had received a copy of the OCF grant final report from David Marshall at city hall. The cover page has a color photo of the library and it has 15 pages of information with charts, graphs and photos of children using the library. Sue said the library staff had a “head count” of users of the library during the week of June 25-28, 2019. Tues. had 75 adults &amp; 10 children. Wed. had 87 adults &amp; 58 children. Thurs. had 60 adults &amp; 37 children. Fri. had 43 adults &amp; 16 children. The four day total was 264 adults &amp; 121 children with the library being open 24 hours. Sue said her staff was phenomenal.</p> <p>Deborah asked if Julie was coming to do a tie dye activity for a SRP program? Sue said YES.</p> <p>2. Collection Development – Sue about \$12,000 has been spent for new books. The credit card bills have not yet been</p>	<p>Result: Unanimous approval</p>

received. She said there will need to have some budget changes made.

Gary asked if the new books have been entered in the online catalog. Sue said YES.

Deborah asked if some new books on CDs were ordered. Sue said YES.

Ron asked if all the LULD budget forms had been sent to the Douglas County Clerk and Assessors offices before the 6/30/19 deadline? Sue said YES.

Wood carvings – Sue said the Friends of the Library will pay \$175 to repair the bench (that is in front of the library) to be done by Frank Barth. Sue said the dragon will not be repaired. Ron said when the knight was blown over it was rotten on the inside and could not be repaired.

Sue said there will be a one day training at the Roseburg for library staff sometime in Oct. One of the topic may be on Gale databases. It would be on a Monday so maybe all three staff members could attend.

10. Action Items Followup and Reports

a) Security Installation – Ron said he talked to RPD Chief Gross about the Gold Coast security monitoring. He didn't think monitoring was needed since there is an internal alarm. Gary and Lee would like to hear how loud it sounds outside the library. Ron said we should do a test. Deborah said we should let the neighbors know.

Gary asked to have an invoice from them to send to the SDAI for the grant that they gave the LULD.

b) Email hosting – Sue said James Freshman would be working on it later this week. Email addresses would be for each of the board members in Positions 1-5.

c) Oregon Digital Library Consortium/Overdrive – Sue said James is working on Libary2Go and it should be ready soon. Sue said users will need to have the NEW library card to use it and it can be used anywhere in the world.

d) Oregon Growth Savings Plan – Sue said all the paperwork was sent in. Ron said he has a copy of the resolution that was read at the last meeting. Sue said it is open to all the staff.

e) Electrical repairs was completed by Lighthouse Electric. They installed three GFCI outlets and covers outside the library, one is used by the sprinkler control system. Sue has already paid them. The bid was signed at a previous meeting. Ron said the sprinkler system seems to be working and the city had landscaping work done around the library recently.

11. New Business

a) Ron talked about a mailing that was received from the SDAO about a new Consulting Services Program. He read the letter and he will make copies for all the board members.

b) Sue asked if the new board members had any questions

	about the LULD policies? Sue said she would send them as attachments to show what they needed to know. Gary asked if the board needed to reapprove the policies every year? Lee said he was not sure but would look at the policies. Pina said she had made the copies she needed.
12. Comments from Board Members	Deborah and Sue plan to attend a training class for new board members and staff that the SDAO will have in August. Gary asked if the LULD budget was on the library website. Sue said YES. He also asked if the LULD policies maybe should be on the website. Sue said they are not but are in binders at the library front desk. Terry asked if it was OK to read them at the library and Sue said YES. Sue talked about expenses for Library2Go, Cybrarian, the collection development and grants that were for the 2017-2018 budget year but the bills are coming after July 1, 2019.
13. Next meeting	Ron said the next meeting will be on Tuesday, July 23, 2019 at 6 pm.
14. Adjournment	Motion was made and seconded to adjourn at 7:26 pm.

Submitted by:

\_\_\_\_\_ Date: July 30, 2019 \_\_\_\_\_

Pina Simmons, Secretary

Accepted as written or amended on July 30, 19

Approved by:

Ron Eberlein

Date: 7-30-19

Ron Eberlein, President